



Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)
Approved by Government of Tamil Nadu & Accredited by NAAC with 'A++' Grade (3rd Cycle-3.64 CGPA)
Dr. N.G.P.-Kalapatti Road, Coimbatore-641 048, Tamil Nadu, India.
Website: www.drngpasc.ac.in | Email: info@drngpasc.ac.in. | Phone: +91-422-2369100

BoS

14th

MINUTES OF THE FOURTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce

Board: Corporate Secretaryship

The Meeting of Board of Studies (BoS) was held as given below:

Name of the Body	BoS
Department	Commerce with Corporate Secretaryship
Meeting No.	14
Date and Time	28/11/2022, 10.00 a.m.
Venue	IQAC - Board Room
Members Attended	The details are given in the ANNEXURE - I

AGENDA

1.	Discussion on syllabi for Part III - Core Courses for second semester UG - 2022-23 Batch and onwards.
2.	Discussion on syllabus for Part III - Inter Disciplinary Course (IDC) offered by Commerce department.
3.	Discussion on Part I (Tamil/Hindi/French/Malayalam) offered by Language department for 2022-23 Batch and onwards.
4.	Discussion on Part II (English) offered by English Department for 2022-23 Batch and onwards.
5.	Discussion on Part IV (AECC) Basic Tamil/ Advanced Tamil/ Human Rights and Women's Rights for 2022-23 Batch and onwards.
6.	Discussion on credits for Second Semester Part V Extension Activity for 2022-23 Batch and onwards.
7.	Discussion on Value Added Certificate Course (VACC).
8.	Discussion on syllabi for Core Courses for second semester PG 2022-23 Batch and onwards.
9.	Discussion on syllabi for Extra Departmental Course (EDC) for 2022-23 Batch and onwards.
10.	Discussion on syllabus for Discipline Specific Elective (DSE) for the second semester PG 2022-23 Batch and onwards
11.	Any other matters.



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MINUTES OF THE FOURTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce

Board: Corporate Secretaryship

The Chairman of BoS welcomed all the Panel members for the meeting. The items listed in the agenda were taken for discussion.

The following are the minutes of the meeting:

Item - 01	Discussion on syllabi for Part III - Core Courses for Second Semester UG - 2022-23 Batch and onwards
Discussion	<p>225BP1A2CA : Advanced Financial Accounting (New Course)</p> <ul style="list-style-type: none"> The unified syllabus approved by Board of Studies in Commerce in Business Process Services was placed for endorsement. <p>225CR1A2CA : Business Law (New Course)</p> <ul style="list-style-type: none"> Dr. Maheskumar, suggested to include the topic, implied conditions and warranties in Unit – IV. The unified syllabus offered to all the UG courses in Faculty of Commerce. <p>225CR1A2CP : Spreadsheet Modeling for Business Decisions – II (New Practical Course)</p> <ul style="list-style-type: none"> To enhance the decision making skill, new practical course was introduced.
Resolution	The Board members approved the syllabi for the above courses.
Item - 02	Discussion on syllabus for Part III - Inter Disciplinary Course (IDC) offered by Department of Commerce
Discussion	<p>225CO1A2IB : Auditing (New Course)</p> <ul style="list-style-type: none"> The unified syllabus approved by Board of Studies in Commerce was placed for endorsement
Resolution	The Board unanimously approved the IDC syllabus.
Item - 03	Discussion on Part I (Tamil/Hindi/French/Malayalam) offered by Language department for 2022-23 Batch and onwards.
Discussion	<p>221TL1A2TA: Tamil-II : Ara Ilakkiyam</p> <p>221TL1A2HA: Hindi-II: Modern Literature</p> <p>221TL1A2FA: French-II: Grammar, Translation and Civilization</p> <p>221TL1A2MA: Malayalam –II: Modern Literature</p> <ul style="list-style-type: none"> The unified syllabus approved by the Board of Studies in Language department were placed for endorsement.
Resolution	The Board members approved the syllabi for the above courses.

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Item - 04	Discussion on Part II (English) offered by department of English for 2022-23 Batch and onwards.
Discussion	221EL1A2EA : Professional English - II (New Course) <ul style="list-style-type: none">The unified syllabus approved by the Board of Studies in English was placed for endorsement.
Resolution	The Board members unanimously approved the syllabus.
Item - 05	Discussion on Part IV (AECC) - Basic Tamil/ Advanced Tamil/Human Rights and Women's Rights for 2022-23 Batch and onwards.
Discussion	221TL1A2AA: Basic Tamil 221TL1A2AB : Advanced Tamil <ul style="list-style-type: none">The unified syllabus approved by the Board of Studies in Language department was placed for endorsement. 225CR1A2AA : Human Rights and Women's Rights (New Course) <ul style="list-style-type: none">Dr. Maheskumar, suggested to include POSCO act in Unit – IV.The unified syllabus discussed and offered to all the UG courses.
Resolution	The Board members approved the syllabi for the above courses.
Item - 06	Discussion on credits for Second Semester Part – V Extension Activity for the Batch 2022 – 23 and onwards.
Discussion	225CR1A2XA : Extension Activity - NSS/NCC/ YRC/RRC/ Yoga/Sports/Clubs <ul style="list-style-type: none">One credit to be awarded for participation in Extension Activity like NSS/NCC/YRC/RRC/ Yoga/Sports/Clubs.
Resolution	The Board members approved one credit for each Extension Activity.
Item – 07	Discussion on Value Added Certificate Course (VACC)
Discussion	VACC on Business Practices <ul style="list-style-type: none">The unified syllabus approved by the Board of Studies in Commerce for 2021-22 Batch was placed for endorsement.
Resolution	The Board members approved the Value Added Certificate Course.
Item - 08	Discussion on syllabi for Core Courses for Second Semester PG - 2022-23 Batch and onwards.
Discussion	225CR2A1CA: General Law and Practice (New Course) <ul style="list-style-type: none">CS Karthick, recommended to include the topic, Easementary rights in Unit III.The topic, Society Act in Unit IV, suggested by Dr. Anbukarasi. 225CR2A2CB: Secretarial and Management Audit (New Course) <ul style="list-style-type: none">CS Karthick, suggested to include the topic, Secretarial standards in Unit I. 225CR2A2CP: Statistical Tools for Research – I (New Course) <ul style="list-style-type: none">New Practical course introduced to analyze and interpret the data.

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Resolution	The Board members approved the syllabi for the above courses.
Item – 09	Discussion on syllabus for Extra Departmental Course (EDC) for PG - 2022-23 Batch and onwards.
Discussion	225CR2A2EA : Corporate Social Responsibility (New Course) <ul style="list-style-type: none">CS Karthick, suggested to include the topic, Legal provisions and specifications on CSR in Unit - II.The syllabus was offered to PG Commerce with Computer Applications Programme. 225CM2A2EA : Corporate Financial Management (New Course) <ul style="list-style-type: none">The syllabus approved by the Board of Studies in Commerce with Computer Applications was placed for endorsement.
Resolution	The Board members approved the syllabi.
Item – 10	Discussion on syllabi for Discipline Specific Elective (DSE) for the Second Semester PG 2022-23 Batch and onwards.
Discussion	Discipline Specific Elective (DSE) courses were included to impart domain specific knowledge in Law, Corporate and Finance. 225CR2A2DA: Economic and Other Legislation (New Course) <ul style="list-style-type: none">CS Karthick, suggested to replace the Unit – II with the new act Consumer Protection Act, 2019. 225CR2A2DB : Corporate Compliance Management and Due Diligence (New Course) <ul style="list-style-type: none">Dr. Maheskumar, suggested to exclude the topic, Secretarial Audit from Unit – II. 225CR2A2DC : Indian Stock Exchange Operations (New Course) <ul style="list-style-type: none">New course was introduced to enhance the understanding of investors' protection.
Resolution	The Board members approved syllabi for all the above courses.
Item – 11	Any other matters
Discussion	The board members discussed and suggested the Panel of Examiners.
Resolution	The Board recommended the external experts.

The chairman of Board of Studies (BoS) thanked all the members for their active participation and cordially invited them for the next meeting.

Date: 28/11/2022


(Dr. S. Kowsalya)

BoS Chairman/HoD
Department of Corporate Secretaryship
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048





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Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225BP1A2CA / ADVANCED FINANCIAL ACCOUNTING

Unit	Content
I	Branch and Departmental Accounting Branch Accounting: Objects - Types of Branch Accounting – Dependent Branches – Features – Accounting in respect of Dependent Branches – Debtors System only – Cost Price and Invoice Price – Independent Branches (Theory only). Departmental Accounting: Need - Advantages - Distinction between Departments and Branches – Methods and Techniques of Departmental Accounting. Case Study on Branch Accounts.
II	Hire Purchase and Instalment Purchase Systems Hire Purchase System – Features - Distinction between Hire Purchase System and Instalment System – Accounting treatment for Hire Purchase System – Model Journal Entries - Calculation of Interest – Hire Purchase Trading Account – Debtors Methods – Stock and Debtors System (Excluding Default and Repossession). Instalment Purchase Systems - Accounting treatments.
III	Partnership Accounting: Admission of a Partner Partnership Deed – Division of Profits – Capital Accounts – Fixed and Fluctuating Capital – Interest on Capital and Drawings - Admission of a Partner - Calculation of New Profit sharing Ratios. Goodwill: Need for Valuation of Goodwill - Treatment of Goodwill - Revaluation of Assets and Liabilities. Case Study on Admission of a Partner.
IV	Retirement and Death of a Partner Retirement (Excluding Retirement cum Admission) and Death of a Partner: Calculation of New Profit sharing ratio – Treatment of Goodwill on Retirement/ Death of a Partner – Adjustment of Capital after Retirement - Death of a Partner: Mode of payment – Special Treatments.
V	Dissolution of a Firm Meaning - Modes of Dissolution- Settlement of Accounts - Accounting Treatment - Normal Dissolution – Insolvency of a Partner (Excluding Insolvency of all Partners) - Garner vs. Murray – Capital Ratio Under Fixed Capital Method and Fluctuating Capital Method. Case Study on Garner vs. Murray.

Note: Distribution of marks 80% Problem and 20% Theory.

Case Study (Examined Internal only)

PERCENTAGE OF SYLLABUS (NEW): 100 %

COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input checked="" type="checkbox"/>	Innovations
<input type="checkbox"/>	Intellectual Property Rights	<input type="checkbox"/>	Gender Sensitization
<input type="checkbox"/>	Social Awareness/ Environment	<input type="checkbox"/>	Constitutional Rights/ Human Values/ Ethics





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Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR1A2CA / BUSINESS LAW

Unit	Existing	Changes
I	Indian Contract Act, 1872 Meaning of Law - Indian Contract Act, 1872 - Contract meaning - Essential elements of a contract - Offer and Acceptance - Consideration - Capacity to contract.	Agreement - Difference between Contract and Agreement - Types of contracts - Valid, void and voidable, illegal and immoral contracts Case Study: Capacity to contract.
II	Indian Contract Act, 1872 Free consent - Coercion - Undue Influence - Fraud - Misrepresentation - Mistake. Legality of object - Performance of contract - Discharge of contract - Remedies for breach of contract.	Performance of Contract Modes of discharge of contracts - Breach of contract - Types of breach Types of damages - Specific Relief. Case Study: Remedies for breach of contract.
III	Contract of Indemnity and Guarantee Contract of Indemnity - Essentials - Rights - Contract of Guarantee - Essentials - Difference between Contract of Indemnity and Guarantee - Kinds - Surety - Rights. Bailment and pledge - Essentials - Kinds - Rights and Duties - Law of Mortgage - Law of agency - Rules - Essentials - Kinds - Rights and Duties - Liabilities	Special Contracts Mortgage vs. Pledge Agent and Principal - Personal Liability of an agent - Termination of agency - Methods.
IV	Law Relating To Sale of Goods Act, 1930 The Sale of Goods Act, 1930 - Essentials of contract of sale - Sale distinguished from agreement to sell - Doctrine of Caveat emptor - Unpaid seller rights against Goods and the buyer	Implied conditions and warranties Case Study : Sale of Goods Act, 1930
V	Information Technology Act, 2000 Definitions - Digital signatures - Electronic governance - Attributions, acknowledgement and Dispatch of electronic records - Secure electronic reports and secure digital signature - Certifying Authorities - Digital signature certificate - Duties of subscribers.	

PERCENTAGE OF SYLLABUS (NEW): 53 %

COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input checked="" type="checkbox"/>	Innovations
<input checked="" type="checkbox"/>	Intellectual Property Rights	<input type="checkbox"/>	Gender Sensitization
<input checked="" type="checkbox"/>	Social Awareness/ Environment	<input checked="" type="checkbox"/>	Constitutional Rights/ Human Values/ Ethics





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Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR1A2CP / SPREADSHEET MODELING FOR BUSINESS DECISIONS – II

S. No	List of Exercises
1.	Apply advanced formatting options such as conditional formatting and customized number formatting and handle worksheets.
2	Creating Use functions such as those associated with logical, statistical, financial and mathematical operations.
3	Create charts and apply advanced chart formatting features.
4	Create and use scenarios to work with tables and lists to analyze, filter and sort data.
5	Creating Validate and audit spreadsheet data.
6	Prepare a worksheet to enhance productivity by working with named cell ranges, macros and templates.
7	Apply spreadsheet security features. Use linking and importing features to integrate data.
8	Create Format Worksheets and Workbooks: Change worksheet tab color Rename a worksheet Change worksheet order Insert and delete columns or rows Change workbook themes. Adjust row height and column width. Insert headers and footers.
9	Use Customize Options and views for Worksheets and Workbook Hide or unhide worksheets. Hide or unhide columns and rows. Customize the Quick Access toolbar Modify document properties. Display formulas.
10	Create Configure Worksheets and Workbooks for Distribution Inspect a workbook for hidden properties or personal information. Inspect a workbook for accessibility issues. Inspect a workbook for compatibility issues.

Note: Out of 10 exercises, 8 exercises are Mandatory using Excel.

PERCENTAGE OF SYLLABUS (NEW): 100 %

COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input checked="" type="checkbox"/>	Innovations
<input type="checkbox"/>	Intellectual Property Rights	<input type="checkbox"/>	Gender Sensitization
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Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CO1A2IB / AUDITING

Unit	Content
I	Introduction Auditing - Origin - Definition - Objectives – Book Keeping, Accounting, Auditing and Investigation - Distinction between Auditing and Investigation - Types - Advantages and Limitations – Qualification of an Auditor - Qualities of a good Auditor - Errors and its types - Audit Programmes – CAG.
II	Internal Control, Internal Check, Internal Audit Internal Control - Internal Check and Internal Audit - Audit Note Book - Working Papers. Vouching - Voucher - Vouching of Cash Book - Vouching of Trading Transactions - Vouching of Impersonal Ledger- Case Study: Determinants of internal audit effectiveness.
III	Valuation of Assets and Liabilities Verification and valuation of assets and liabilities – Auditors position regarding the valuation and verifications of assets and liabilities – Depreciation – Reserves and provisions – Secret Reserves. Case Study: Valuation of Assets.
IV	Audit of Joint Stock Companies Audit of Joint Stock Companies - Qualification - Dis-qualifications - Various modes of Appointment of Company Auditor - Rights and Duties - Liabilities of a Company Auditor - Share Capital and Share Transfer Audit - Audit Report - Contents and Types - Case Study: Share Transfer Audit.
V	New Trends in Auditing Audit of Computerized Accounts – Methods of auditing computerized accounts – Cost audit – Objects – Types - Distinction between Financial and Cost Audit - Management Audit – Process – Objectives - Distinction between financial and management audit.

PERCENTAGE OF SYLLABUS (NEW): 100 %

COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input checked="" type="checkbox"/>	Innovations
<input type="checkbox"/>	Intellectual Property Rights	<input type="checkbox"/>	Gender Sensitization
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14th

Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR1A2AA/HUMAN RIGHTS AND WOMEN'S RIGHTS

Unit	Content
I	Introduction to Human Rights Meaning - Definition - Nature - Content - Legitimacy of Human Rights - Origin and Development of Human Rights - Theories – Principles of Magna Carta – Modern Movements of Human Rights – The Future of Human Rights.
II	Human Rights in India The Constitution of India – Fundamental Rights – Right to Life and Liberty – Directive Principles of State Policy – Fundamental Duties – Individual and Group Rights – Other facets of Human Rights – Measures for Protection of Human Rights in India.
III	Human Right Violations and Redressal Mechanism Human Rights – Infringement of Human Right by State Machinery and by Individual – Remedies for State action and inaction – Constitutional Remedies – Public Interest Litigation (PIL) - Protection of Human Rights Act, 1993 – National Human Rights Commission – State Human Rights Commissions – Constitution of Human Right Courts.
IV	Rights to Women and Child Matrimonial protection - Protection against dowry - Protection to pregnancy - Sexual offences - Law relating to work Place - Directive principles of Constitution (Article 39 a, d, e & Article 42, 43 & 46) - Trafficking of women - Constitutional Rights – Personal Laws - Protection of children against Sexual Offences Act 2012 (POCSO).
V	Civil and Political Rights of Women Right of Inheritance - Right to live with decency and dignity - The Married women's Property Act 1874 - Women's right to property - Women Reservation Bill - National Commission for Women - Political participation - Pre independent political participation of women - Participation of Women in post independent period.

PERCENTAGE OF SYLLABUS (NEW) : 100%

COURSE FOCUSES ON:

<input type="checkbox"/>	Skill Development	<input type="checkbox"/>	Entrepreneurial Development
<input type="checkbox"/>	Employability	<input type="checkbox"/>	Innovations
<input type="checkbox"/>	Intellectual Property Rights	<input checked="" type="checkbox"/>	Gender Sensitization
<input checked="" type="checkbox"/>	Social Awareness/ Environment	<input checked="" type="checkbox"/>	Constitutional Rights/ Human Values/ Ethics





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Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR2A2CA / GENERAL LAW AND PRACTICE

Unit	Existing	Changes
I	Interpretation of Statutes General principles of Interpretation - Internal and External aids to Interpretation - Primary and Other Rules. Constitution of India nature of Indian constitution - Fundamental Rights - Directive Principles of State Policy - Freedom of Trade - Commerce and Intercourse - Constitutional provisions relating to State Monopoly	Case study: Fundamental Rights.
II	Civil Procedure Code, 1908 Elementary knowledge of the structure of civil courts and their jurisdiction - Basic understanding of certain terms - orders judgment and decree, stay of suits - Repudiate basic understanding of summary proceedings - Appeals - Reference - Review and Revision. Limitation Act, 1963: Computation of period of Limitation for different types of suits - Extension of Periods of Limitation.	Limitation Act, 1963 Case study: Appeals.
III	Transfer of Property Act, 1882 Movable and Immovable Property - Properties which cannot be transferred - Provisions relating to sale - Mortgage - Charge - Lease - Gift and Auctionable Claim. Indian Trust Act, 1882: General concepts relating to Trusts - Creation of Trusts; Duties and Liabilities of Trustees and Beneficiaries Rights and Power of Trustees, Disabilities of Trustees.	Indian Trust Act, 1882 Easementary rights. Case study: Sale.
IV	Arbitration and Conciliation Act, 1996 Arbitration Agreement - Definitions - Appointment of Arbitrator - Powers of the Arbitrator - Award - Remission - Setting - Modification and Filing Thereof - Stay of Legal Proceedings - Conciliation - Proceedings - International Commercial Arbitration.	Society Registration Act, Society Registration Act: Concepts - Registration Procedure - Benefits: Education, Health, Employment. Case study : Arbitration.
V	Registration Act, 1908 Registrable Documents - Compulsory, Optional and Place of Registration - Consequences of Non-Registration - Miscellaneous Provisions. Indian Stamp Act, 1989: Methods of Stamping - Consequences of Non-Stamping and Under Stamping - Impounding of Instruments Construction of Instruments for Stamp Duty Payable - Allowance & Refund.	Case study : Registration and Stamping.





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PERCENTAGE OF SYLLABUS (NEW): 27%

COURSE FOCUSES ON:



Skill Development



Entrepreneurial Development



Employability



Innovations



Intellectual Property Rights



Gender Sensitization



Social Awareness/ Environment



Constitutional Rights/ Human Values/ Ethics





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Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR2A2CB / SECRETARIAL AND MANAGEMENT AUDIT

Unit	Existing	Changes
I	Secretarial Audit Objectives - Scope of Secretarial Audit - Periodicity and Format for Secretarial Audit Report - Appointment - Duties and Power of Secretarial Auditor - Check List/Worksheet for Secretarial Audit under Various Corporate Laws and Covenants of Loan Agreements entered into with Financial Institutions.	Case study: Corporate laws and covenants of loan agreements entered into financial institutions.
II	Search and Status Report Meaning - Preparation of Search and Status Report from Registrar of Companies' Records for Banks and Financial Institutions - Scope and Importance - Verification of documents relating to Charges - Requirements of various Financial Institutions and Other Corporate Lenders.	Case study: Verification of documents for charges.
III	Securities Audit Meaning - Need and Scope - Ensuring proper compliance of provisions relating to Issue and Transfer of Securities - Preventing Fraudulent and Unfair Trade Practices including Insider Trading - Initiatives of the SEBI to protect the Interest of the Investors.	Case study: Fraudulent and unfair trade practices and Insider trading.
IV	Internal Audit Forms of Audit - Propriety Audit - Compliance Audit and Efficiency Audit; Internal Audit and Statutory Audit provisions of Companies Act, 2013 - Nature - Scope and Techniques of Internal Audit - Procedure for Appointment of Internal Auditor - Functions and Responsibilities of Internal Auditor - Organizational Status and Internal Auditing Functions.	Case study: Compliance Audit.
V	Management Audit Meaning - Objectives - Nature and Scope - Principles and Fundamentals of Management Audit - Appraisal of Management Methods and Performance - Organizing Needs for Management Audit - Advantages - Governance Audit.	Case study: Management Audit and Governance Audit.





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PERCENTAGE OF SYLLABUS (NEW): 22%

COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input type="checkbox"/>	Innovations
<input type="checkbox"/>	Intellectual Property Rights	<input type="checkbox"/>	Gender Sensitization
<input checked="" type="checkbox"/>	Social Awareness/ Environment	<input type="checkbox"/>	Constitutional Rights/ Human Values/ Ethics





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BoS

14th

Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR2A2CC / DIRECT TAX

Unit	Existing	Changes
I	Income Tax Act, 1961 Definition - Basis of charge - Scope of total income - residential status of Assessee(s) and the effect of taxation in respect of various residential status of assesses. Importance of income received or deemed to have been received; or income accrued or deemed to have arisen with levy of income tax - Exempted Incomes.	Case study: Residential status of Assessee
II	Computation of Income under Various Heads Salaries - Allowances - Perquisites - Deductions Allowed from Salaries - Incomes Exempt from Tax and Not Includible in Salary - House Property - Annual Value - Deductions - Computation of House Property.	Case study: Incomes Exempted from Tax.
III	Profits and Gains of Business or Profession Deductions allowed and disallowed - Capital Gains - Short term and Long term capital gains - Cost Inflation Index (CII) - Exemptions under capital gain - Income from other sources - Mode of computation.	Case study: Deductions allowed and disallowed under Business and Profession.
IV	Set Off and Carry Forward Income of other persons included in Assessee(s) total income - Aggregation of Income and Set Off and Carry Forward of losses - Gross Total Income - Deductions.	Assessee(s) total income Case study: Set Off and Carry Forward of losses.
V	Computation of Total Income Computation of Total Income and Assessment of Individuals - Firms - Companies - Tax Deduction at Source - Advance Payment of Tax - Refunds - Income Tax Authorities - Jurisdiction Powers - Methods of Assessment - Filing of Returns.	Case study : Filing of Returns

PERCENTAGE OF SYLLABUS (NEW): 26%

COURSE FOCUSES ON:



Skill Development



Entrepreneurial Development



Employability



Innovations



Intellectual Property Rights



Gender Sensitization



Social Awareness/ Environment



Constitutional Rights/ Human Values/ Ethics





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14th

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR2A2CP / STATISTICAL TOOLS FOR RESEARCH – I

S.No	List of Exercises
1.	Create and alteration of database in SPSS data sheet using primary data.
2	Calculate the Reliability Test of the sample data.
3	Calculate Mean, Median and Mode for sample data.
4	Calculate Percentage and Chi-Square for sample data.
5	Calculate Correlation, Regression using sample data.
6	Calculate ANOVA for sample data.
7	Calculate T – Test for sample data.
8	Calculate F-Test for the sample data.

Note: All the Exercises are Mandatory using SPSS.

PERCENTAGE OF SYLLABUS (NEW): 100 %

COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input checked="" type="checkbox"/>	Innovations
<input type="checkbox"/>	Intellectual Property Rights	<input type="checkbox"/>	Gender Sensitization
<input type="checkbox"/>	Social Awareness/ Environment	<input type="checkbox"/>	Constitutional Rights/ Human Values/ Ethics





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14th

Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CM2A2EA / CORPORATE FINANCIAL MANAGEMENT

Unit	Content
I	Introduction Meaning - Definition – Objectives – Scope - Financial Planning –Profit Maximization and Wealth Maximization – Is Financial Management Art and Science –Financial Management Decisions - Changing Role of Financial Manager – Traditional Role – New Role - Case studies relating to Financial Management Decisions. Case study on Financial Management Decisions
II	Sources of Finance and Leverages Sources of finance- Long Term Finance – Equity and Preference Shares - Debentures – Marketing of Corporate Securities – Basic Considerations of Rights Issue – Leasing and Sub-Contracting – Financial Institutions – Internal Financing – Depreciation and Retained Earnings. Leverages - Financial Leverage – Operating Leverage - Combined Leverage in Financial Forecasting - Case studies relating to issue of Equity and Preference Shares. Case study on Working Capital Policy
III	Working Capital Requirements Working Capital – Need - Types – Operating Cycle – Factors influencing Working Capital – Approaches to Working Capital Management - Management of Cash Including Bank Credit - Management of Accounts Receivable – Management of Inventory - Effects of Inflation on Working Capital Management – Assessment of Working Capital Requirements - Case studies relating to Working Capital Management. Case study on Financial Leverage
IV	Capital Structure and Cost of Capital Capital Structure Decisions: Meaning - Significance of Capital Budgeting – Difficulties – Rational of Capital Expenditure – Kinds of Capital Budgeting Decisions – Components – Methods of Appraising Investment Proposals – Buy Back Period – Accounting Rates of Returns – Discounted Cash Flow Methods - Net Present Value Method - Internal Rate of Returns and Profitability Index - Analysis of Risk and Uncertainty. Concept of cost of capital: Cost of Equity Stock - Debt Capital, Retained Earnings and Preference Stock - Weighted Average Cost of Capital - Rational of Optimum Capital Structure and Financial Decision - Case studies relating to Capital Budgeting Decisions. Case study on Capital Budgeting
V	Dividend Decisions Dividend Policies and Decisions - Nature –Methods of Dividend – Factors affecting Dividend decisions – Theories of dividend – Alternative form of dividend – Dividend Policies and Practices in Indian companies - Case studies relating to Factors affecting Dividend decisions. Case study on factors affecting Dividend decisions

PERCENTAGE OF SYLLABUS (NEW) : 100%
COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input type="checkbox"/>	Innovations
<input type="checkbox"/>	Intellectual Property Rights	<input type="checkbox"/>	Gender Sensitization
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Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR2A2DA / ECONOMIC AND OTHER LEGISLATION

Unit	Existing	Changes
I	The Competition Act, 2002 Definition - Anti Competitive Agreements, Prohibition of Abuse of Competitive Position, Combinations - Competition Commission of India - Powers and Duties - Benches of the Commission - Procedure for Inquiry on Complaints – Investigation of Combination, Power to grant Interim Relief, Compensation - Appearance before the Commission.	Case study: Competitive Agreements.
II	Consumer Protection Act and Right to information Act Consumer Protection Act, 1986 Objects—Definitions—Rights of Consumers—District Forum—State Commission and National Commission—Nature and Scope of Remedies under the Act—Limitation Period for Filing Complaints. Right to information Act, 2005 Definitions - Public Information Officers- Assistant Public Information Officers - Procedure for getting Information- Information Not disclosable under the Act-Time Limit for Providing Information - Fees Prescribed - Information Commission - Appeals - Offences and Penalties.	Consumer Protection Act, 2019: Objectives - Definitions - Rights of Consumers – Consumer Protection Council – Mediation. Product Liability: Manufacturer, Service Provider – Exception – Offences and Penalties – Measures to prevent unfair trade practices in e-commerce and direct selling. Case study: Right to information Act, 2005.
III	Foreign Exchange Management Act, 1999 Definition - Regulation and Management of Foreign Exchange - Dealings in holding Current Account and Capital Account Transactions - Export of Goods and Services - Realization and Repatriation of Exemptions for Authorized Persons – RBI Powers, Penalties, Appeals and Enforcement - Foreign contribution and regulations Act, 2010.	Case study : Export of Goods and Services.
IV	Intellectual Property Laws A. Trade Mark Act, 1999: Objects of Trade Mark Law - Registration of Trademarks - Licensing and Assignment of Trade Mark - Rectification and Removal of Marks from the Register - Passing off and Infringement of Mark	Case study: Trade Marks.





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	<p>- Certification of Trade Marks.</p> <p>B. Indian Patents Act, 1970 : Objects of Patents - Registration of Patents - Secrecy, Directions, Powers of Controller of Patents - Surrender and Revocation of Patent - Infringement of Patents and Remedies - Patent Agents, International Arrangements.</p> <p>C. Copy Right Act, 1957 : Objects And Schemes of the Act - Important Definitions (Sections 2-8) Copy Right Office and Copyright Board - Works in which Copyright Subsists (Sec 13) - Ownership of Copyright and Rights of the owner - Licensing and Registration of Copyrights - International Copyrights - Infringement of Copyrights - Civil Remedies.</p>	<p>Case study: Patents.</p> <p>Case study: Copy Right.</p>
<p>V</p>	<p>Pollution-Control-Laws</p> <p>A. Object and Salient Features of the Air (Prevention and Control of Pollution Act) 1981 - Various Board and their Functions and Powers - Duties of Occupier of Specified Industries to ensure Adherence to Standard - Offences by Companies.</p> <p>B. Object and Salient features of the Water (Prevention and Control of Pollution Act) 1974 - Functions and Powers of Central, State and Joint Boards - Compliance regarding Discharges causing Pollution - Penalties and Offences</p>	<p>Negotiable Instrument and Prevention of Money Laundering</p> <p>Negotiable Instruments Act, 1881: Definition - Types - Promissory Note - Liability - Discharge - Bill of Exchange - Types. Cheque - Crossing - Types - MICR (Magnetic Ink Character Recognition) - Case study: Cheque.</p> <p>Money Laundering - Prevention - Problem and Adverse Effect - Methods - Offence - Attachment - Adjudication and confiscation - Case study: Money Laundering.</p>

PERCENTAGE OF SYLLABUS (NEW): 65%

COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input checked="" type="checkbox"/>	Innovations
<input checked="" type="checkbox"/>	Intellectual Property Rights	<input type="checkbox"/>	Gender Sensitization
<input checked="" type="checkbox"/>	Social Awareness/ Environment	<input type="checkbox"/>	Constitutional Rights/ Human Values/ Ethics





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14th

Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR2A2DB / CORPORATE COMPLIANCE MANAGEMENT AND DUE DILIGENCE

Unit	Existing	Changes
I	Compliance Management Concepts and significance - systems approach to compliance management -process of establishment of compliance management system - absolute, apparent and adequate compliance.	Case study : Compliance management system
II	Certification, due diligence and signing Meaning and scope of certification - Due diligence and signing of various documents under corporate and security laws including signing of declaration with respect to incorporation of companies and commencement of business - Signing of Annual Returns - Certification under buy-back of securities rules - Certification of occasion of transfer of deeds - Secretarial Audit—need objectives and scope—process periodicity and format—Checklists under various Corporate Laws—Share transfer audit.	Case study: Certification under buy-back of securities.
III	Compliance Certificate Concept and need, Appraisal of secretarial compliances - Specimen compliance certificate - Securities management and compliances: Meaning need and scope - Mechanism for self regulations.	Case study: Securities management and compliances.
IV	Due diligence of Pre-capital issue work Appraisal of documents relating to issue of capital viz. Prospectus, letter of offer and other documents to be filed with Securities and Exchange Board of India - Registrar of Companies - Stock Exchange and other authorities – Ensuring Compliance of listing and other requirements - Issue of securities by SMEs - Role of company secretary in issue of securities - Insider trading - Prevention of fraudulent practices.	Case study : Insider trading
V	Due diligence of post-capital issue work Approval of post capital issue compliances including dispatch of refund order/Certificate to investors - Filing compliance certificate with SEBI and other authorities - ensuring compliance of listing guidelines - Depository Receipts – Due diligence - Regulatory framework - Parties, approvals, documentation and process - Issue of ADRs, GDRs, IDRS and FCCBs.	Case study: Post-capital issue compliances.





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PERCENTAGE OF SYLLABUS (NEW): 21%

COURSE FOCUSES ON:



Skill Development



Entrepreneurial Development



Employability



Innovations



Intellectual Property Rights



Gender Sensitization



Social Awareness/ Environment



Constitutional Rights/ Human Values/ Ethics





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Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR2A2DC / INDIAN STOCK EXCHANGE OPERATIONS

Unit	Content
I	Indian and International Stock Exchanges Meaning – Features - Functions – Intermediaries - Membership - BSE and NSE: Objectives - Functions – Traders, Brokers, Sub - brokers. Stock market operations: Types of securities - Trading and Settlement cycle - Procedure. Types of stock market trading - Margin. OTCEI – Objectives – Advantages – International Stock Exchanges – NASDAQ – New York stock exchange – London stock exchange – Tokyo stock exchange – Shanghai stock exchange – Hong Kong stock exchange – World stock market crash - Case Study : Trading and Settlement Cycle.
II	SEBI Stock Exchange Regulatory Framework - SEBI: Establishment - Departments - Powers and Functions - Securities Appellate Tribunal – Composition and powers – Stock market index: SENSEX - NIFTY – Calculation of indices - Depository system - Features – Dematerialization – Fungibility – Immobilization of securities - Purpose - Process and Regulatory provisions of Depositories Act, 1996 – Advantages of Depository system - Profile of NSDL and CDSL - Case study : Dematerialization of Securities.
III	Listing of Securities Meaning – Characteristics – Benefits - Listing requirements under Securities Contract Regulation Act, 1956 – Consequences of Non - Listing – Delisting : Voluntary delisting – Conditions - Procedure - Circumstances not permissible - Compulsory delisting - Delisting of small companies - Insider Trading – Basic concepts - Connected person – Unpublished price sensitive information – Meaning of original information – Compliance officer – Trading plan - Requirements - Disclosures of trading by insiders - Case study : Insider Trading.
IV	Legislations governing Securities Market in India Regulatory provisions - Objectives - Features - The Securities Contracts (Regulation) Act, 1956 - Securities Contracts Rules, 1957 – SEBI Act, 1992 – Depositories Act, 1996 – Investor Education, Awareness and Investor protection – Investor Education Protection Fund – SCORES – Role of Ombudsman towards redressal of grievances of investors - Case study : Investor Protection.
V	Internet stock trading Meaning - Features - Current Scenario - Regulating internet stock trading - IPO - IPOs on the Internet – E-commerce Act and internet stock trading – Rolling/Settlement cycle - Stock index Features - Case study : IPO.

PERCENTAGE OF SYLLABUS (NEW): 100%

COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input checked="" type="checkbox"/>	Innovations
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Syllabus – New Course

Faculty: Commerce

Board: Corporate Secretaryship

Semester: II

Course Code/ Name: 225CR2A2EA / CORPORATE SOCIAL RESPONSIBILITY

Unit	Content
I	Corporate Social Responsibility of Business Meaning - Concept - Scope - Social Responsibility of Business towards different groups - Factors - Barriers - Triple Bottom Line Approach - Elements - Business Benefits - Role of social workers - Tools of CSR - Case Study : Corporate Sustainability and Responsibility in Business.
II	Corporate Social Responsibility and its Power Corporate Social Responsibility in India: Challenges and Implementation of CSR in India – Major code of CSR initiative in India - Legal provisions and specifications on CSR (Under Section 135 and Schedule VII of the Companies Act 2013) – CSR Policies, Powers and Activities – (Companies Rules 2014) - Awards in India - Case Study : Specifications on CSR.
III	Designing a CSR policy Designing a CSR policy – Factors – Managing CSR in an organization – Role of HR Professionals – Global Recognitions formulated by a Global compact – UNDP – Global Reporting Initiative - Case Study: Strategic use of CSR Policy in India.
IV	Implementing CSR Implementing Corporate Social Responsibility: Driving forces - Marketplace, Workplace and Community – CSR in the ecological environment – Societal initiatives taken by Indian Companies - Case Study: Implementation of CSR.
V	CSR Reporting Trend in Developing Countries Timing and Mode of release of CSR reports – CSR policy of a multi-product -Multi-location Indian MNC's – Constitutions – Dimension – Benefits of CSR to the company.

PERCENTAGE OF SYLLABUS (NEW): 100%

COURSE FOCUSES ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
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ATTENDANCE OF THE FOURTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce


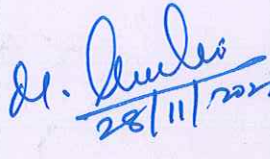

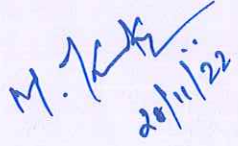
Name of the Board: Commerce with Corporate Secretaryship

Venue: IQAC Board Room

Date: 28/11/2022

Time: 10.00 a.m.

The following members were present for the board of studies meeting

S. No.	NAME	DESIGNATION	SIGNATURE
1	Dr. S. Kowsalya Head of the Department (I/c) Department of Commerce Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore.	Chairman	
2	Dr. M. Anbukarasi Assistant Professor, Department of Commerce, Bharathiar University, Coimbatore -641 046. Email: anbukarasi@buc.edu.in Ph: 9442342585	Vice Chancellor Nominee	
3	Dr. S. Maheskumar Associate Professor, Department of Corporate Secretaryship K.S.R. College of Arts and Science (Autonomous), Tiruchengode. Email:smaheserode@gmail.com Ph: 9994888650	Subject Expert	
4	Dr. S. Mathiraj Associate Professor, Department of Corporate Secretaryship Alagappa University, Karaikudi – 630003. Email: drmathiraj@gmail.com Ph: 9442215552.	Subject Expert	Absent
5	CS. M. Karthick Practicing Company Secretary, SSP & Co., 165/1, Krishnarayapuram, Thotta Salaigal, Coimbatore. Email: karthickmanush@gmail.com Ph: 9789734355.	Industrial Expert	





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6	Ms. C.T. Vikashini Risk & Financial Advisory, Associate Analyst Deloitte, Hyderabad – 500081. Email: vikhashiniviksh@gmail.com Ph: 8056403298.	Alumni	Absent
7	Ms. P. Elizabeth Rebecca II M.Com CS Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore	Students Representative	Elizabeth [Signature]
8	Ms. S. N. Mirthika III.B.Com CS CA Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore	Students Representative	Mirthika SW
9	Dr. N. Kuppuchamy Professor and Head Department of Tamil Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Co-opted Member	[Signature] 28/11/22
10	Dr. R. VithyaPrabha Professor and Head Department of English Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Co-opted Member	Absent
11	Dr.R.Sowrirajan Assistant Professor and Head Department of Mathematics Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Co-opted Member	[Signature]
12	Dr. D.Parasakthi Professor and Head Department of Commerce with Computer Applications Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore.	Co-opted Member	[Signature] 28/11/22
13	Dr. P.Suganya Associate Professor and Head (I/c) Department of Commerce Dr. N.G.P. Arts and Science College (Autonomous) Coimbatore.	Co-Opted Member	[Signature] 28/11/22



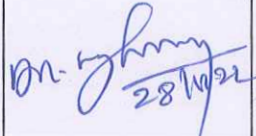
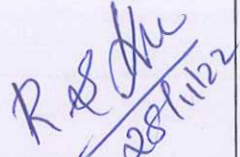
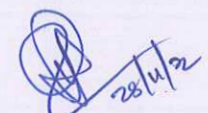

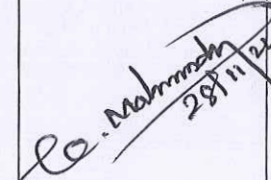


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14	Dr. A.R. Kanagaraj Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	 28/11/22
15	Dr. R. Senthilkumar Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	 28/11/22
16	Dr. J. Princy Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	 28/11/22
17	Mr. D. Senthilnathan Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	 28/11/22
18	Dr. S. Jagatheeswari Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	ABSENT -
19	Mr. R. Suresh (Comp.) Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	ABSENT
20	Mr. K. Mahendran Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	 28/11/22




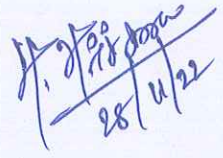
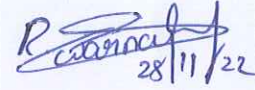
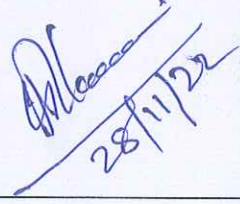



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Website: www.drngpasc.ac.in | Email: info@drngpasc.ac.in. | Phone: +91-422-2369100

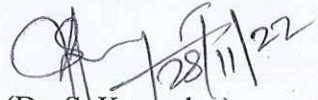
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21	Dr. T. Christy Cresida Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	 28/11/22
22	Mrs. S. Archana Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	 28/11/22
23	Mrs. R. Swarnalakshmi Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	 28/11/22
24	Mrs. G. Ilakkia Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	 28/11/22
25	Mr. R. Suresh (Corp.) Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore.	Internal Member	 28/11/22

Date: 28/11/2022




(Dr. S. Kowsalya)

BoS Chairman/HoD
Department of Corporate Secretaryship
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048

